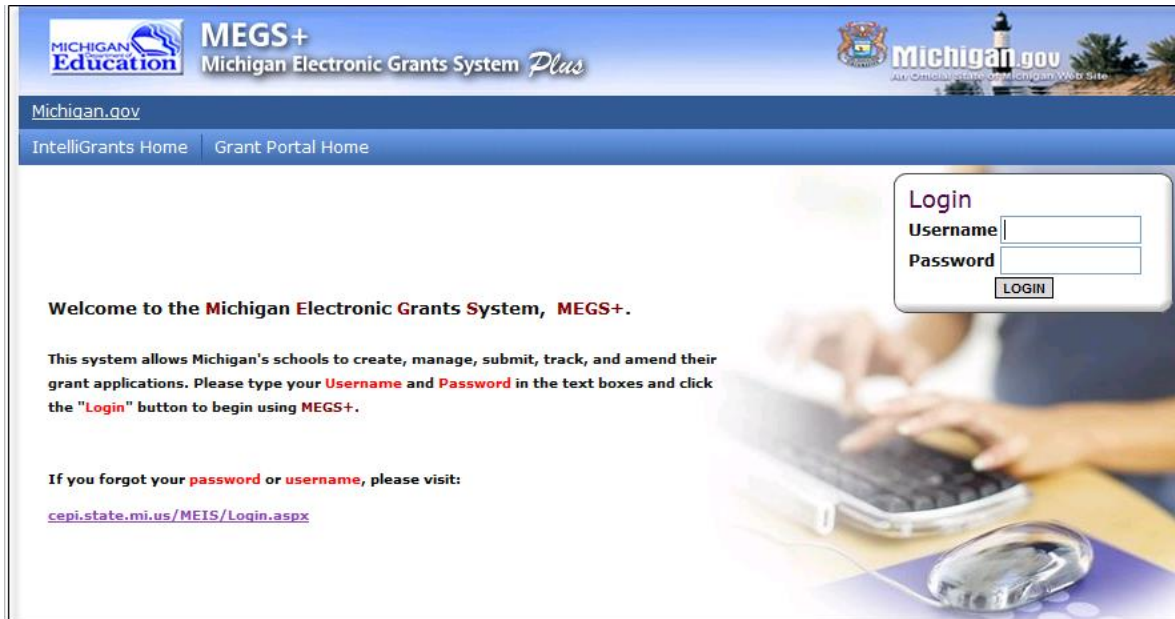


## Annual Required Certifications

1) Access MEGS+ at <https://mdoe.state.mi.us/megsplus/>



The screenshot shows the MEGS+ login interface. At the top, there are logos for Michigan Department of Education and MEGS+ Michigan Electronic Grants System Plus. Below the logos, there is a navigation bar with links to Michigan.gov, IntelliGrants Home, and Grant Portal Home. The main content area features a welcome message and instructions for logging in. On the right side, there is a login box with fields for Username and Password, and a LOGIN button. The background of the page shows a person's hands typing on a laptop keyboard.

Michigan.gov

IntelliGrants Home Grant Portal Home

Welcome to the Michigan Electronic Grants System, MEGS+.

This system allows Michigan's schools to create, manage, submit, track, and amend their grant applications. Please type your Username and Password in the text boxes and click the "Login" button to begin using MEGS+.

If you forgot your password or username, please visit:  
[cepi.state.mi.us/MEIS/Login.aspx](https://cepi.state.mi.us/MEIS/Login.aspx)

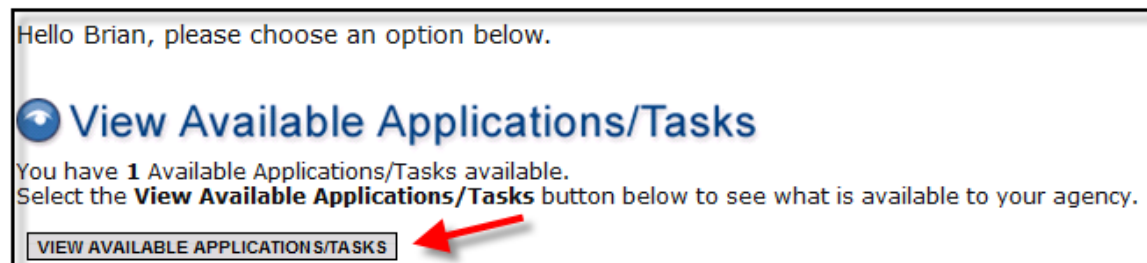
Login

Username

Password


LOGIN

2) A Level 5, Authorized Official, must initiate by clicking the View Available Applications/Tasks button.



The screenshot shows a user interface with a message: "Hello Brian, please choose an option below." Below this message, there is a large blue button labeled "View Available Applications/Tasks". To the right of the button, there is a red arrow pointing to it. Below the button, there is a text box that says "VIEW AVAILABLE APPLICATIONS/TASKS".

Hello Brian, please choose an option below.

 View Available Applications/Tasks

You have 1 Available Applications/Tasks available.  
Select the **View Available Applications/Tasks** button below to see what is available to your agency.

VIEW AVAILABLE APPLICATIONS/TASKS

3) Click the Initiate button for Annual Required Certifications.

### Available Applications/Tasks

To initiate an item listed below, select the **Initiate** button below each description.

**Annual Required Certifications (ARC-2016) for Webberville Community Schools**  
**Offered By:**  
Office of School Support Services

**Description:**

### Application Agreement

Please make a selection below to continue.

Confirm that this application/task should be initiated

4) Click View/Edit to complete the application.

### Webberville Community Schools - 33220

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2016 - Annual Required Certifications | **Status:** Initiate Document | **Security Level:** MEGS: Level 5 Authorized Official

**Description:**

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

Select the **View / Edit** button below to view, edit, and complete the application/task.

5) An agency's type will determine which required certifications will appear on the View/Edit page. Agencies will need to click each required certification that is listed to certify as appropriate.

**Webberville Community Schools - 33220**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2016 - Annual Required Certifications | **Status:** Initiate Document | **Security Level:** MEGS: Level 5 Authorized Official

**Description:**

[Details](#)

Please complete all required forms below.

**Forms**

Status	Page Name	Comments	Created By	Last Modified By
	<a href="#">Certification of Eye Protective Devices</a>			
	<a href="#">Certification of Constitutionally Protected Prayer</a>			
	<a href="#">Certification of Constitution Day</a>			
<b>Review</b>				
	<a href="#">General Comments Applicant</a>			

5a) Click "I Agree" to certify your compliance. Click the Save button in the upper right hand corner.

**SAVE** **DELETE** **PRINT VERSION** **ADD NOTE** **GLOBAL ERRORS**

**Main Menu > Application Menu > View/Edit > Certification of Constitution Day**

**Page Information**  
The information has been saved.

**Webberville Community Schools - 33220**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2016 - Annual Required Certifications | **Status:** Initiate Document | **Security Level:** MEGS: Level 5 Authorized Official

**Description:**

**Created By:** Friddle, Mr. Brian on 7/29/2015 2:48:27 PM

**CERTIFICATION OF CONSTITUTION DAY**

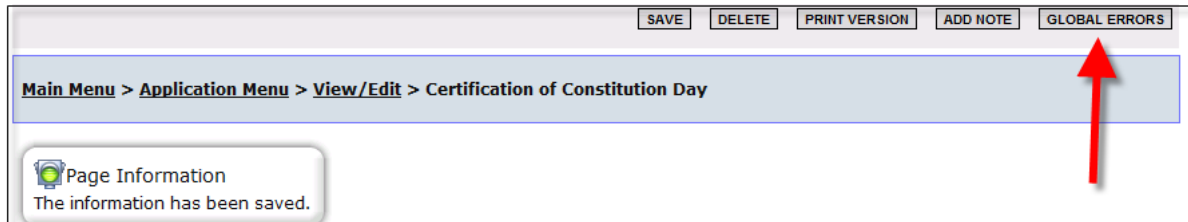
I, Mr. Brian Friddle of Webberville Community Schools, Recipient Code 33220 certify:

our agency will hold or held an education program, on the United States Constitution on September 17, 2015 for all students. Public law 108-4-47 signed on December 8, 2004, requires all educational institutions receiving federal funds to hold an educational program on the United States Constitution on September 17th. If the 17th falls on a Saturday, Sunday, or holiday, the law allows the celebration to be held during the preceding or following week. The law is not specific on the content or length of education program.

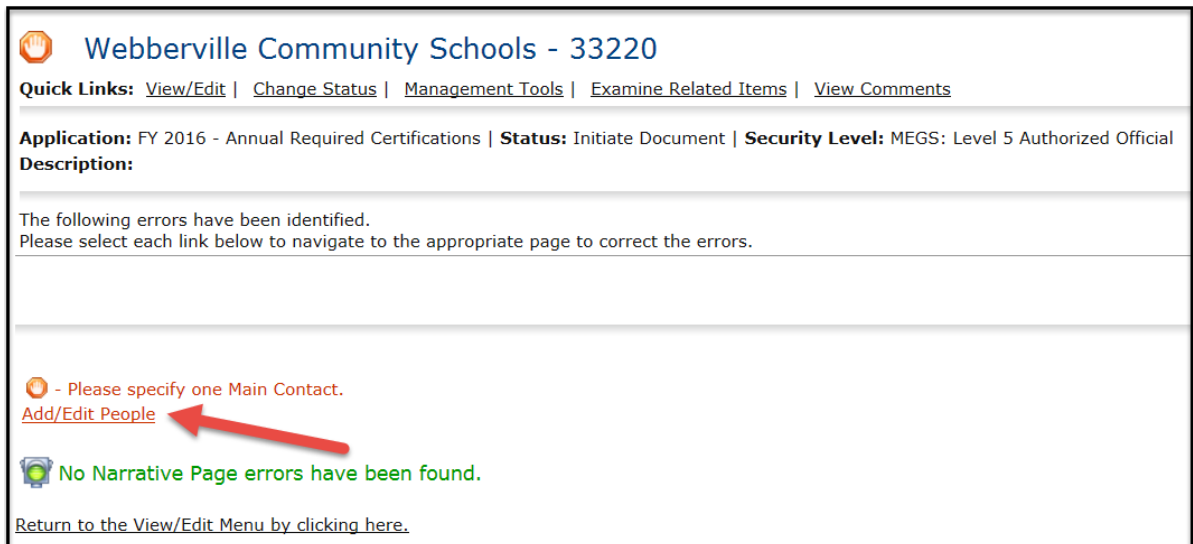
\* ☒ I Agree.

5b) Repeat steps 5 and 5a for all required certifications.

6) Click the Global Errors button in the upper right hand corner to determine if there are any errors.



6a) For Main Contact error click on Add/Edit People Link.



6b) Scroll down page to Current People Assigned. Select Main Contact in Grant Contact Type dropdown box. Click Save.

[SAVE](#) [GLOBAL ERRORS](#) [SHOW HELP](#)

The functionality on this page will allow you add, delete or edit people on this document.  
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.  
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.  
After you perform your modifications, remember to select the **SAVE** button to save your changes.

**Person Search**  
Enter a name or partial name:  [SEARCH](#)


**Current People Assigned**

**Search**  
**Active Status:** Active   
**Partial Name:**   
**Agency:** Webberville Community Schools   
[SEARCH](#)

**Sort By:** Name

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/>	<a href="#">Mrs. Cynthia Courter</a>	Webberville Community Schools	CNAP: Level 3 Application Administrator	<input type="text"/>	9/1/2013	Mr. Brian Friddle	7/25/2014 2:19:34 PM
<input checked="" type="checkbox"/>	<a href="#">Mr. Brian Friddle</a>	Webberville Community Schools, Macomb Montessori Academy	MEGS: Level 5 Authorized Official	<input type="text"/>	7/25/2014	Grant System	7/25/2014 2:19:36 PM
<input checked="" type="checkbox"/>	<a href="#">Mrs. Barbara Weathers</a>	Webberville Community Schools	MEGS: Level 5 Authorized Official	<input type="text"/>	7/25/2014	Grant System	7/25/2014 2:19:36 PM

7) When there are no errors click the Change Status link to submit the application.


 **Webberville Community Schools - 33220**


**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2016 - Annual Required Certifications | **Status:** Initiate Document | **Security Level:** MEGS: Level 5 Authorized Official

**Description:**

No errors have been detected. To change status, return to the Application Menu, click "Change Status".

 No General errors have been found.

 No Narrative Page errors have been found.

[Return to the View/Edit Menu by clicking here.](#)

8) To submit the application click the Complete Certification/Policy link.

**Webberville Community Schools - 33220**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2016 - Annual Required Certifications | **Status:** Initiate Document | **Security Level:** MEGS: Level 5 Authorized Official

**Description:**

Select a button below to execute the appropriate status push.

**Possible Statuses**

[→ Complete Certification/Policy](#)

[→ Cancel Certification/Policy](#)

**Application Agreement**

Please make a selection below to continue.

Are you sure you wish to apply this status?

If you would like to include notes about this status change, please supply them below.

0 of 2000

9) Application submitted.

**Webberville Community Schools - 33220**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2016 - Annual Required Certifications | **Status:** Certification/Policy Completed | **Security Level:** MEGS: Level 5 Authorized Official

10) Do not amend the certification unless required.

**Webberville Community Schools - 33220**


**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)


**Application:** FY 2016 - Annual Required Certifications | **Status:** Certification/Policy Completed | **Security Level:** MEGS: Level 5 Authorized Official

**Description:**

Select a button below to execute the appropriate status push.

**Possible Statuses**

 [Amend Certification/Policy](#)



10a) If an amendment has been accidentally initiated click on Change Status and click on Submit Amendment.

**Webberville Community Schools - 33220**


**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)



**Application:** FY 2016 - Annual Required Certifications | **Status:** Certification/Policy Amendment in Process | **Security Level:** MEGS: Level 5 Authorized Official

**Description:**

Select a button below to execute the appropriate status push.

**Possible Statuses**

 [Submit Amendment](#)



**Webberville Community Schools - 33220**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2016 - Annual Required Certifications | **Status:** Certification/Policy Amendment Submitted | **Security Level:** MEGS: Level 5 Authorized Official

